

DID MFRP #	Description	When to submit		Done	Comments
001	Cost Proposal	One time with back check	Detailed back-up information.		
002	Site Safety and Health Plan Generally Tab L. of the Work Plan	One time with back check	Comply with all fed, state, & local health & safety requirements		
			10.1 Site safety officer		
			Fully trained and experienced		
			10.2 Staff Organization		
			Lines of authority		
			Responsibilities		
			Organizational charts		
			Identify each person		
			10.3 Accident prevention		
			Per EM 385-1-1 & 29 CFR 1910		
			Daily inspections		
			10.4 Personal protective equipment		
			Provide written program		
			Identify minimum levels of protection		
			10.5 Medical surveillance		
			Annual medical exam for respiratory employees		
			Fit tested		
			Other medical surveillance determined by onsite conditions		
			10.6 Noise control		
			Monitor for hazardous noise		
			Hearing conservation program		
			Noise abatement program		
			10.7 Standing operating procedures for minimizing hazards		
			Actions to correct hazards		
			Discuss site rules and safe work practices		
			List of safety topics		
			10.8 Logs, Reports and Record Keeping		
			Describe		
			Maintain in accordance with OSHA 29 CFR 1910 and 1926		
			Report all recordable accidents to the Contracting Officer		
			Submit ENG 3394 Accident Investigation Report within 2 working days		
003	Quality Control Program Generally Tab M. of the Work Plan	One time with back check	10.1.1 Generic Quality Control Plan.		
			10.1.2 Designate a QC person with 5 years experience		
			10.1.3 Records of inspections & tests		
			Daily Reports		
			10.1.4 Site specific QC Plan		

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			Description of the organization		
			Name etc, of each QC personnel		
			Submittal procedures		
			Testing procedures		
			Submittal register		
			List of prep, initial inspections		
			List of important materials		
			List of tests		
			List of training		
			Plan to track & correct deficiency		
			10.1.5 QC Status report		
			Status of all submittals		
			Status of all material & equip		
			60 days prior to pre-final inspection		
004	Site Investigation (Survey/Visit) Proposal	One time	List tasks to be preformed along with personnel and equipment. Format per MFRP001		
005	Site Investigation /Report	One time with back check	10.1 Final cost proposal		
			10.2 Site investigations		
			Video tape recording		
			Investigate each problem area		
			Review existing as-built drawings & records		
			Interview on-site personnel		
			Gather data		
			Develop for budget costs		
			Operate existing systems/equipment		
			Document asbestos/lead		
			10.3 Site investigation report		
			Site description		
			Hazard and risk Investigation		
			Site control		
			Site information		
			Potential problem areas		
			Disruption identification		
			Asbestos/lead abatement identification		
			Scope of work validation		
			Budgetary cost estimates		
			Final Cost proposals		
006	Feasibility Study/Report	One time with back check	10.2 Field investigation		
			Investigate each problem area		
			Review existing as-built		

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			Interview on site personnel		
			Gather data		
			Develop budgetary estimates		
			10.3 Feasibility study report		
			Site description		
			Site information		
			Problem areas		
			Alternatives list		
			Expansion of considered alternatives		
			Budgetary cost estimate		
			Recommendation		
			10.4 Review meeting		
007A	Type 1 Work Plan	Twice (Preliminary/Final)	NOT GENERALLY USED		
007B	Type 2 Work Plan	Twice (Preliminary/Final)	NOT GENERALLY USED		
007C	Type 3 Work Plan	Twice (Preliminary/Final)	10.1 Work plan preparation		
			10.1.1 Type 3 Work plan submittal		
			Three ring binders		
			Table of contents		
			Scope of work		
			Site investigation report		
			Study results		
			Work plan narrative		
			Asbestos/lead abatement plan		
			Specifications		
			Manufacturer's data		
			Drawings/sketches		
			Project schedule (see DID MFRP009)		
			Installation alternatives		
			Project specific site safety and health plan (see DID MFRP002)		
			Project specific quality control plan (see DID MFRP003)		
			Operation and maintenance manuals outline (see DID MFRP011)		
			Testing outline (see DID MFRP010)		
			Video tapes		
			Budgetary cost estimate		
			Review comments		
			Cost proposals		
			10.1.2 Work plan review meeting		

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008	Pre- Repair/Renewal Action Conference	One time	10.1.1 conference location as specified by the Contracting Officer		
			Discuss procedures for contract administration		
			Discuss expected performance from the Contractor		
			Answer questions		
			10.1.2 Discussion items		
			Authority of the Contracting officer		
			Labor standards		
			Modifications		
			Payments		
			Insurance		
			Performance evaluation		
			Acceptance of work procedures		
			10.1.3 Installation rules and regulations		
			Installation technical representative		
009	Work Schedule Generally Tab J. of the Work Plan	One time with back check	10.1 Work schedule		
			MS project or compatible		
			Phase and feature of work		
			% of total for each phase or feature of work		
			NTP		
			Contract completion date		
			% complete for each item of work per month		
			10.2 Update and reviewed each month		
010	System /Equipment Testing Generally Tab O. of the Work Plan	One time with back check	10.1 Testing Plan		
			Submit 30 days prior to any testing		
			Project nomenclature		
			System equipment description		
			Specific requirements for tests		
			Schedule for tests		
			Other items		
			10.2 After approval, perform tests and submit results		
011	Operating and Maintenance Manuals Generally Tab N. of the Work Plan	One time with back check	10.1 Meet JCAHO, AHA, & NFPA standards		
			10.2 accordance with ER 25-345-1		
			Step by step methods for operating each separate component and for operation of the systems		
			Show the location of the item		
			Narrative description of the item		
			Operating function		
			Characteristics		
			Inter-relationships with other system components		

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			Preventative maintenance plans		
			Seasonal maintenance		
			10.3 Manuals shall include:		
			Manufacturer's name		
			Model number		
			Service manual		
			Parts list		
			Bound, tabbed, indexed, and marked		
			10.4 Framed instructions		
			Encased in protective covering		
			Consistent with system/equipment		
			Include diagrams & operation & maintenance instructions		
			Placed strategically near system/equipment		
012	Training Generally Tab P. of the Work Plan	One time with back check	Provide instruction on operation, troubleshooting, maintenance and repair training		
			Include classroom and practical application		
			Submit training plan Identify the:		
			Teaching objectives		
			Time and length of training		
			Place of instruction		
			Training aids required		
			Recommended audience		
			Brief description of contents		
			Assembled in a note book, tabbed for each block of instruction		
			10.3 Provide video taping of the training in VHS format		
013	Equipment and Construction Warranties	One time	10.1 Obtain standard commercial warranties		
			List of the warranty companies, names, addresses, phone numbers		
			10.2 Provide one year warranty on construction		
			Correct any failure to conform, defect, damage or failure of the work		
			Identify a single point of warranty contact, 24 hours, 180 mile radius		
			10.3 Contractor failure to remedy warranty items		
			10.4 Commercial warranties from equipment suppliers		
			Warranties requiring additional costs require approval from the Contracting Officer		
014	List of Standard Equipment and Service Organizations	One time	10.1 Provide a list of equipment and service organizations		
			30 days prior to the completion of the task order		
			Service organization		

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			Address		
			Phone number		
			Qualifications		
			Manufacturer		
			Serial numbers		
			Capacity		
			Utility service requirements		
			Cost of each item		
			JACHO standards		
015	As-Built/In-Progress Drawings	One time	10.1 Maintain a set of red lined scaled marked-up drawings		
016	As-Built/Final Drawings	One time	10.1 Submit red lined marked-up as-built drawings		
			Upon approval of the red lined drawings		
			Submit a final cleaned-up, certified as-built drawing		
			Digital format		
			One set mylar reproducible		
			Two sets of blue lines		
017	Site Specific Repair/Renewal Report	One time	10.1 Final report		
			All technical work accomplished		
			Information gained in performance of the contract		
			Pertinent observations		
			Nature of problems		
			Positive as well as negative results		
			Design criteria established		
			Procedures followed		
			Process developed		
			The status of the facility's compliance with JCAHO standards as a result of the remedial action shall be covered		
			10.2 Format		
			10.2.1 Title page		
			10.2.2 "View" statement		
			10.2.3 Table of Contents		
			10.3 Main body		
			10.3.1 Introduction includes narrative statement of the reasons for the renewal project		
			10.3.1 Reference to SOW, Tech instructions, other contract direction previous related submittals and citation of Government authorization		

DID MFRP #	Description	When to submit		Done	Comments
			10.3.1 Aims, objectives, probability of solution of accomplishment, estimated scope of development effort required and technical approach		
			10.3.2 Discussion		
			10.3.3 Documentation		
			10.3.4 Tests		
			10.3.5 Summary		
			10.3.6 Conclusion		
			10.3.7 Recommendations		
			10.3.8 Lessons learned		
			10.4 Optional content		
			10.4.1 Attendants, drawings, sketches, photographs, calculations, references, etc.		
			10.4.2 Illustrations		
			10.4.3 Abbreviations & symbols		
			10.4.4 References		
			10.4.5 Bibliography		
			10.4.6 Index		
			10.4.7 Appendix		
018	Monthly Progress Report	Monthly	10.1 Report		
			Submit a separate sheet for each task order		
			% of TO funds spent and % remaining		
			Describe any problems with schedules & remedies		
			Attach updated work schedule per MFRP0009		
			Summary report of all task orders		
			Spreadsheet format		
			Contract number		
			Contractor name		
			Task order numbers		
			Project titles		
			Locations		
			Current status		
			% complete		
			CEHNC project manager		
019	Telephone Conversation, Correspondence, and Visitor Log	Monthly	10.1 log of :		
			Substantive phone conversation Substantive written correspondence 10.4 Call from, call to, date, contract/TO, subject		

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			10.2 Log of Substantive written correspondence Submit no later than the 10 th of the following month 10.4 Contract/TO, date, subject		
			10.3 Log of visitors to each work site 10.4 Contract/TO, visitor, date, reason for visit		
			10.1 Compatibility certification with names and release of the virus scanning software used		
			10.2 Y2K compliance per FAR 39.106		
020	Certification of Computer Media	One time			
021	Accident Exposure Data Report	Monthly	10.1 Title of report		
			10.2 Contract number		
			Task order number		
			Project name		
			Site name		
			Location		
			10.3 Month and year of the report period		
			10.4 Hours worked in direct support of the contract		
			10.5 Miles driven in direct support of the contract		
			10.6 Lost workdays due to on-the-job accidents this period		
			10.7 Total lost workdays due to on-the-job accidents		
			10.8 Number of recordable vehicle accidents		